



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

12 AUG -3 A9:29

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: State Procurement Office
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Various State Forms and Non-Printed Carbonless Paper

2. Vendor/Contractor/Service Provider

Pacific Business Forms

3. Amount of Request:

\$ 45369.27

4. Term of Contract From: 1/1/2013 To: 12/31/2013

5. Prior SPO-007, Procurement Exemption 12-021-B (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Requesting an exemption from the recycled content requirement as defined in HRS 103D-1005 for IFB-13-001-SW (Various State Forms and Carbonless Paper). Solicitation was released with the award condition that award shall be made to the lowest responsive, responsible Offeror offering recycled content on all pages on all forms. If no Offeror's offer recycled content on all pages, award shall be made to the lowest responsive, responsible Offeror offering the most pages with recycled content. If no Offeror's offer recycled content, award shall be made to the lowest responsive, responsible Offeror. There was only one Offeror for Groups A, B and C. For Group A, this Offeror offered almost all forms with all or part recycled content. Out of 20 total lines, only 3 forms were not offered with recycled content. Out of 99 total parts of the forms, 55 parts were offered with recycled content. There are only 3 colors of carbonless paper that comes with recycled content: White, Canary, and Pink.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

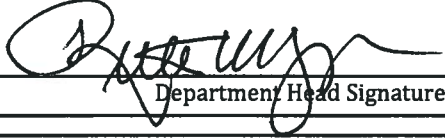
IFB-13-001-SW was released on HePS on July 11, 2012 under commodity code 966-36, which notified 2987 email recipients; at least 120 of which are Hawaii vendors. Solicitation opened on July 25, 2012.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
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Wendy Orita	SPO	586-0563	wendy.m.orita@hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.**


Department Head Signature

8/3/2012
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 8/3/2012

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 01/01/13 to 12/31/13. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

8/10/2012
Date